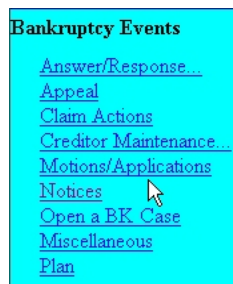
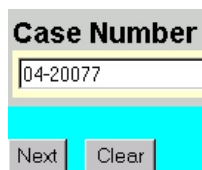


Motion for Stay Pending Appeal.

STEP 1 Select **Bankruptcy or Adversary**, whichever is appropriate, from the *Main Menu*, and then click on the **Motions/Applications** hypertext link.

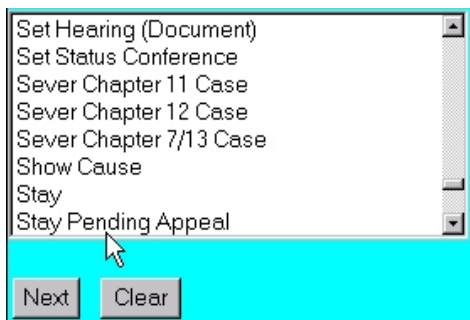


STEP 2 The **Case Number** entry screen displays.



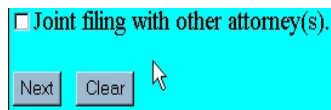
- ◆ **Case Number** - enter a case number in **YY-NNNNN** format
- ◆ Click on the **Next** button.

STEP 3 The **select the type of motion being filed** screen displays.



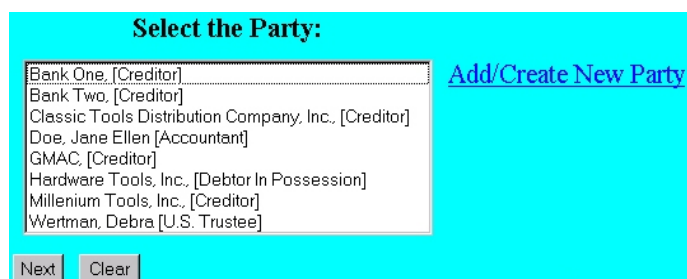
- ◆ Scroll down the list and click on **Stay Pending Appeal**.
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** prompt is displayed.



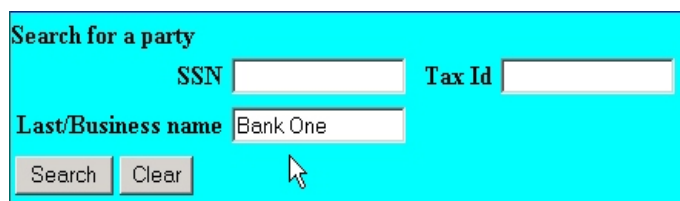
- ◆ Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- ◆ Click **Next** to continue.

STEP 5 The **Select the Party** screen displays.



- ◆ If the party's name appears, click on the party's name and skip to **Step 10**;
- ◆ If the party's name does not appear, click on **Add/Create New Party** and proceed to **Step 6**.
- ◆ Click on the **Next** button.

STEP 6 The **Search for a party** screen displays.



- ◆ **DO NOT SEARCH BY SSN (Social Security Number) OR Tax Id number.**
- ◆ Enter at least one character of **party's last name** or **business name**, using upper or lower case characters (is not case-sensitive).
- ◆ Click on **Search**.

STEP 7 The **Party search results** screen displays.



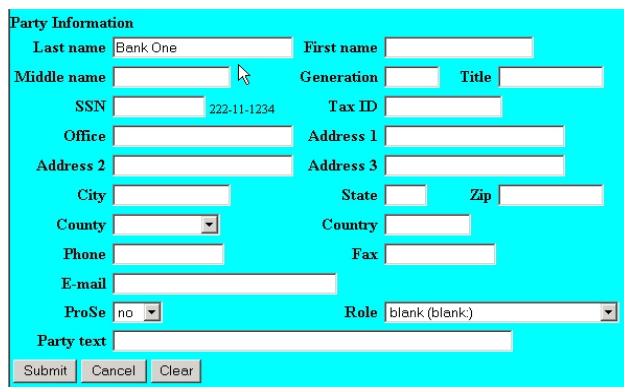
- ◆ If party's name appears, click on it so that it becomes highlighted, verify address from pop-up screen that appears, then click on the **Select name from list** button and proceed to **Step 8**.
- ◆ If party's name is not found, click **Create new party** button and proceed to **Step 9**.

STEP 8 The **Party Information** screen displays.

The image shows a form titled "Party Information". At the top, it says "Bank One SSN:Unknown". Below this are several input fields: "Office", "Address 1", "Address 2", "Address 3", "City", "State", "Zip", "County" (a dropdown menu), "Country", "Phone", "Fax", "E-mail", "ProSe" (a dropdown menu with "no" selected), and "Role" (a dropdown menu with "blank (blank)" selected). At the bottom is a text box labeled "Party text". At the very bottom are three buttons: "Submit", "Cancel", and "Clear".

- ◆ Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
- ◆ **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
- ◆ **Party Text** - add additional information such as '*A West Virginia Corporation*' in the box provided.
- ◆ Click **Clear** to re-key party information or **Cancel** to go back to the *Select the Party* screen.
- ◆ Click on **Submit** to continue and proceed to **Step 10**.

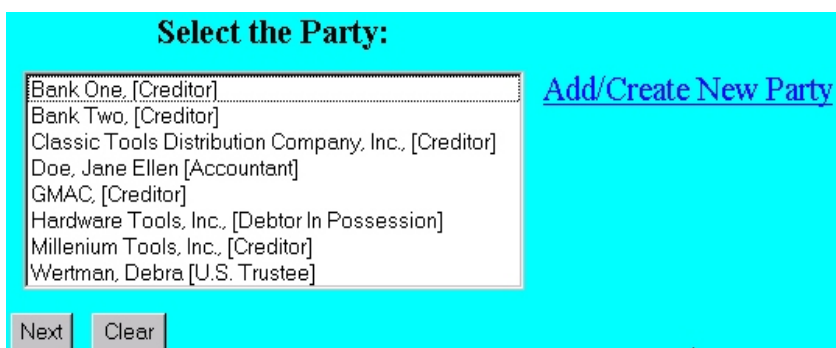
STEP 9 If you selected *Create New Party* from the *Select the Party* screen, a new **Party Information** screen displays.



The screenshot shows a form titled "Party Information" with various input fields. The "Last name" field contains "Bank One". Other fields include "First name", "Middle name", "Generation", "Title", "SSN" (with "222-11-1234" entered), "Tax ID", "Office", "Address 1", "Address 2", "Address 3", "City", "State", "Zip", "County" (a dropdown menu), "Country", "Phone", "Fax", "E-mail", "ProSe" (a dropdown menu with "no" selected), "Role" (a dropdown menu with "blank (blank:)" selected), and "Party text". At the bottom are "Submit", "Cancel", and "Clear" buttons.

- ◆ Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the **[Tab]** key to advance to the **First name** field and enter first name.
- ◆ **Role** - click on the arrow in the box to the right and select the new person's role (e.g. Creditor (cr:cr)).
- ◆ Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to return to the **Select the Party** screen.

STEP 10 The **Select the Party:** screen displays with your party highlighted.



The screenshot shows a screen titled "Select the Party:". On the left is a list box containing the following entries: "Bank One, [Creditor]", "Bank Two, [Creditor]", "Classic Tools Distribution Company, Inc., [Creditor]", "Doe, Jane Ellen [Accountant]", "GMAC, [Creditor]", "Hardware Tools, Inc., [Debtor In Possession]", "Millenium Tools, Inc., [Creditor]", and "Wertman, Debra [U.S. Trustee]". The first entry, "Bank One, [Creditor]", is highlighted. To the right of the list box is a blue hyperlink that says "Add/Create New Party". At the bottom are "Next" and "Clear" buttons.

- ◆ Click on the **Next** button to continue.

STEP 11 The **Select the pdf document** screen displays.

- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ Click on the **Yes** radio button to **attach the Proposed Order** and any additional documents, (e.g. an exhibit, appendix).
- ◆ Click on the **Next** button.

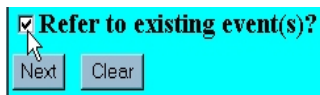
STEP 12 The **Select one or more attachments:** screen displays.

- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list. As documents are added to list, they will appear in the filename list box.
- ◆ Click on the **Next** button.

STEP 13 The **With Certificate of Service** screen displays.

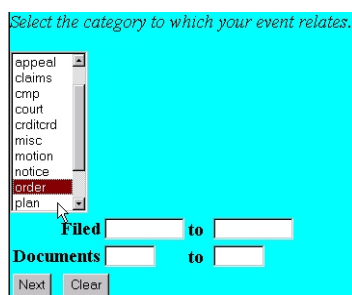
- ◆ Type in a lowercase 'y' if the motion contains a **Certificate of Service** or a lowercase 'n' if the motion does not contain a **Certificate of Service**.
- ◆ Click on the **Next** button.

STEP 14 The **Refer to Existing event(s)** screen displays.



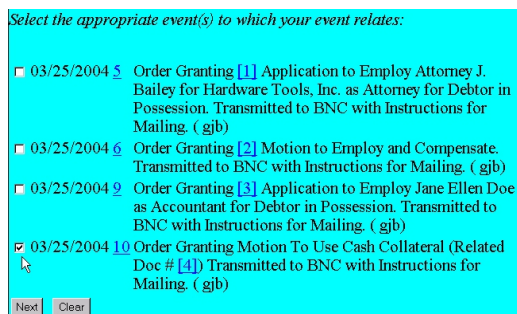
- ◆ Click in the box if this filing refers to an existing event.
- ◆ Click the **Next** button.

STEP 15 The **Select Category** screen displays.



- ◆ Scroll through the available options to locate the category of choice (select the document appealed). Click on the category to highlight. If you do not know the category, left-click on your mouse, drag down list to highlight all categories.
- ◆ Enter a date range if necessary.
- ◆ Enter a range of documents if necessary.
- ◆ Click on the **Next** button.

STEP 16 The **Select the Appropriate Event(s)** screen displays.



- ◆ Click in the box of the related event.
- ◆ Click on the **Next** button.

STEP 17 The **Docket Text: Modify as Appropriate** screen displays.

Docket Text: Modify as Appropriate.

Motion by Creditor Bank One For Stay Pending Appeal Re: [10] Order on Motion to Use Cash Collateral [redacted] with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion for Stay Pending Appeal) (atygjb,)

Next Clear

- ◆ Add additional text if appropriate.
- ◆ Click on the **Next** button.

STEP 18 The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.

Docket Text: Final Text

Motion by Creditor Bank One For Stay Pending Appeal Re: [10] Order on Motion to Use Cash Collateral with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion for Stay Pending Appeal) (atygjb,)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries or to abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

STEP 19 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from atygjb, entered on 3/9/2005 at 2:50 PM EST and filed on 3/9/2005

Case Name: Hardware Tools, Inc.

Case Number: [2:04-bk-20077](#)

Document Number: [74](#)

Docket Text:
Motion by Creditor Bank One For Stay Pending Appeal Re: [10] Order on Motion to Use Cash Collateral with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion for Stay Pending Appeal) (atygjb,)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:O:\PDFfiles\Bankruptcy - Motion.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1019576470 [Date=3/9/2005] [FileNumber=16737-0] [748e264d70ecc3a7743b0cd6faabd69662901be230594490c6dc05e3fd88015df1991f25031fe7801807f29b4f19141ce8f21b7cc7971cbf29e1877175af378]]

Document description:Proposed Order Granting Motion for Stay Pending Appeal
Original filename:O:\PDFfiles\Bankruptcy - Proposed Order.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1019576470 [Date=3/9/2005] [FileNumber=16737-1] [e92969b2007cfb52aaf8514660b9fec5d7ee26097174cbb1e022b5c54d3571722373411b2789ce62bd6fab9829071419d4f0d972022747f70ef46a679042e39e5]]

2:04-bk-20077 Notice will be electronically mailed to: